STATE PROCUREMENT OFFICE

Procurement of Health and Human Services Chapter 103F, HRS

> 1151 Punchbowl St., #230-A Honolulu, Hawai'i 96813 Fax: 808 587-4703

Fall Workshop Registration

Capacity for each workshop is limited to 50 participants. You will be notified if the workshop is filled. Otherwise, you may assume you are enrolled.

All workshops will take place at the Kalanimoku Bldg., 1151 Punchbowl St., Room 322, Honolulu.

Please complete one registration form per applicant. You may duplicate the form as needed. Name: First Organization:

If a State Agency, include Dept., Division and Program as applicable Address: Phone: _____ Fax: _____ e-mail: _____ Indicate the workshops you would like to attend by checking the appropriate boxes and faxing to 587-4703 or mailing the form to the State Procurement Office (address above). **Basic Procurement of Health and Human Services** Thursday 9/14/00 9:00-11:30 AM **Fund Development from Ground Zero** 9/19/00 9:00-11:00 AM Tuesday The Nuts and Bolts of Developing an RFP 9/28/00 9:00-11:30 AM Thursday **Effective Communications & Negotiations** 9:00-11:30 AM Wednesday 10/4/00 **Measuring Outcomes-Intermediate Level** 10/10/00 9:00-11:30 AM Tuesday How to Develop Performance-Based Contracts for Health and Human Services 10/24/00 9:00-11:45 AM Tuesday Basic Contract Development for Purchases of Health and Human Services 8:30-9:45 AM Thursday 11/2/00 Legal Issues Relating to Purchases of Health and Human Services Contract Terms and **Conditions**

Accessibility Assistance: If special needs assistance is required, (i.e. sign language interpreter) please call the State Procurement Office at 587-4705 three weeks prior to the workshop.

10:00-11:45 AM

11/2/00

Thursday